



STUDENT ASSOCIATION of
SOUTHERN ADVENTIST UNIVERSITY

Bylaws

TABLE OF CONTENTS

ARTICLE I – DEFINITION3
 Section 1 – Authority3
 Section 2 – Purpose.....3
ARTICLE II – THE SA EXECUTIVE BRANCH4
 Section 1 – Duties of the Cabinet.....4
 Section 2 – Officer Responsibilities.....4
 Section 2 – The SA Directorate6
 Section 3 – SA Boards and Committees7
 Section 4 – SA Officer Special Elections.....8
ARTICLE III – THE SA LEGISLATIVE BRANCH.....9
 Section 1 – Senator Duties.....9
 Section 2 – SA Senate Committees.....9
 Section 3 – Additional Information.....10
ARTICLE IV – THE SA MEDIA BRANCH11
 Section 1 – SA Media Board Duties11
 Section 2 – SA Media Board Members.....11
 Section 3 – SA Media Branch Members.....11
 Section 4 – Duties11
 Section 5 – Compensation of Editors and Producers12
ARTICLE V – AVAILABILITY AND CHANGES14
 Section 1 – Availability.....14
 Section 2 – Changes and Adjustments14

ARTICLE I – DEFINITION

Section 1 – Authority

The SA Bylaws shall have the same authority as the SA Constitution, per *Article XIV, Section 1 of the SA Constitution*.

Section 2 – Purpose

The purpose of these bylaws is to specify the means of carrying out the policies stated in the SA Constitution as follows:

1. To fully define the responsibilities of the SA Executive Branch.
2. To fully define the responsibilities of the SA Legislative Branch.
3. To fully define the responsibilities of the SA Media Branch.

ARTICLE II – THE SA EXECUTIVE BRANCH

Section 1 – Duties of the Cabinet

The SA Cabinet shall:

1. Function as the executive advisory-operating body to the SA General Assembly and the SA Senate.
2. Carry out the constitutional duties of the SA Executive Branch.
3. Establish the SA working policies for the current fiscal year and present them to the SA Senate for two-thirds majority present vote.
4. Be empowered to take any action deemed necessary to the functioning of the Constitution until the next meeting of the SA Senate and/or the SA General Assembly.

Section 2 – Officer Responsibilities

The responsibilities of SA Officers shall include the following duties:

1. The SA President shall:
 - a. Call and chair meetings of the SA General Assembly.
 - b. Veto within three school days any action of the Senate.
 - i. Said action will be subject to a two-thirds majority present veto override vote by the SA Senate.
 - c. Coordinate the activities of the appointed SA officers.
 - d. Make SA Executive Appointments, and revoke appointments as needed.
 - e. Create any additional executive positions in consultation with SA Faculty and two-thirds approval of SA Senate.
 - f. Be responsible for the working relationship of SA with the University Administration and the local community.
 - g. Provide a forum twice a year for students to communicate their concerns to SA.
 - h. Serve as the SA Chief Executive Officer and the SA Cabinet Chairperson.
 - i. Serve as an ex-officio member of the Strategic Planning and Budget Committee and as well the Faculty Senate.
 - j. Sit as an ex-officio member of any committee or sub-committee of SA.
 - k. Set up and chair regular SA Cabinet meetings.
 - l. Give a report of meetings attended and issues requiring a vote so that the student leaders may discuss and add to the representative nature of the position.
 - m. Shall serve as a member of the SAU Student Media Board, a faculty committee.
 - n. Serve as AIA Convention Coordinator when an Adventist Intercollegiate Association (AIA) convention shall take place in the University.
 - o. Represent the students' collective voice at Board of Trustees, Strategic Planning, and University Senate meetings.
 - p. Coordinate and assist the incoming President, Executive Vice President, and Social Vice President in the planning of the new officer SA summer training retreat along with the Executive Vice President and Social Vice President.
 - q. Attend year end North American Division meetings as a delegate.
 - r. Attend the Board of Trustees Retreat as an invitee.
2. The SA Executive Vice President shall:
 - a. Call and chair meetings of SA Senate.

- b. In the event that the SA Presidency is vacated, assume the office and serve for the remainder of the given term. However, he/she may reserve the right to pass the position to the next individual in the order of succession.
 - c. Appoint the membership and nominate chairs of SA Senate Committees to be approved by a simple majority in the Senate.
 - d. Cast the tie-breaking vote, if needed, during SA Senate meetings.
 - e. Submit a budget for the SA Senate selection process.
 - f. Facilitate the logistics and necessities of the SA Senate.
 - g. Serve as the liaison officer between the SA Executive Branch and the SA Legislative Branch, specifically the SA Senate.
 - h. Serve as a member of the SA Media Board.
 - i. Chair SA Cabinet meetings if the SA President is absent.
3. The SA Social Vice President shall:
- a. Plan and coordinate all SA social activities.
 - b. Chair the SA Social Activities Committee.
 - c. Submit a budget to the SA Financial Vice President to be voted on and approved by the SA Cabinet.
 - d. Submit a prospective plan of the semesters' events to the SA Social Advisor by mid-September for the first semester and mid-January for the second semester.
 - e. Coordinate with the SA Finance Director the further development of funds outside the SA budget.
 - f. Coordinate the promotion of all SA social events and other SA social functions for the SA General Assembly with the SA Public Relations Director
 - g. Promote creativity and diverse ideas within the SA Social Activities Task Force
 - h. Maintain proper University standards during all SA General Assemblies.
 - i. Assist, at the direction of the SA Senate, any other campus organization in different SA co-sponsored social events and functions.
4. The SA Executive Secretary shall:
- a. Coordinate with the SA Finance Director the formation of financial accounts for the purchase of designated office supply items.
 - b. Keep the SA Executive Office stocked with needed office supplies items and purchase items as needed.
 - c. Arrange for the repair of any SA equipment as needed.
 - d. Coordinate other SA clerical duties, such as preparing inner-office memos and business letters, developing phone lists, and filing papers.
 - e. Assist the SA President in creating and maintaining schedules.
 - f. Create the agenda for SA Cabinet meetings and SA Senate meetings.
 - g. Take accurate minutes of the SA Cabinet and SA Senate proceedings, correspondence, and documents, and distribute them to the SA Executive Officers and/or Senators.
 - h. Post bi-weekly Senate minutes to Senate webpage.
 - i. Coordinate the weekly production and distribution of the Campus Chatter.
 - j. Participate in and support SA functions.
5. The SA Financial Vice President shall:
- a. Prepare a budget for presentation to the SA Senate, both in the spring and the fall.

- b. Deposit all SA funds into a commercial financial institution, pay bills, approve expenditures, issue check requests (upon approval of a check request form), and set up and maintain records of payroll with the university accounting office.
 - c. Maintain open communication between publication editors and advertising managers.
 - d. Prepare for distribution for financial statements approximately every month regardless of financial activity.
 - e. Set up an audit and prepare the financial statements necessary for an annual audit.
 - f. Updating asset inventory as needed.
 - g. Choosing a staff, if necessary.
 - h. Participate in and support SA functions.
6. The SA Public Relations Director shall:
- a. Promote the SA as whole as well as specific events.
 - b. Submit a budget to the SA Financial Vice President.
 - c. Coordinate public displays announcing any SA events.
 - d. Serve as the liaison officer between the SA Executive Branch and the University Office of Public Relations in matters of mutual concern.
 - e. Maintain the SA Webpage keeping it current and informative.
 - f. Maintain the SA social media pages, including Instagram, Facebook, and Twitter.
 - g. Coordinate and oversee the public relations activities of the SA.
 - h. Participate in and support SA functions.
7. The SA Parliamentarian shall:
- a. Advise SA Cabinet and SA Senators on the SA Constitution.
 - b. Advise SA Senate and SA Cabinet of SA Parliamentary Procedure.
 - c. Enforce the attendance policy as prescribed by the SA Senate including accurate records of absences and other behavioral violations.
 - d. Assist the SA Executive Vice President in putting together Senate meetings and responsibilities and in carrying out the SA Senate appointments.
 - e. Review the SA Documents, including the Constitution, Bylaws, and Elections Manual annually, and propose changes to the SA Senate as needed.
 - f. Participate in and support SA functions.
8. The SA Assistant Finance Director shall:
- a. Assist the SA Financial Vice President in duties.
 - b. Participate in and support SA functions.

Section 2 – The SA Directorate

1. The Faculty Coordinator/Sponsor/Advisor shall:
 - a. Work with the SA cabinet on projects and keep them informed guiding them in the decision-making process.
2. The Financial Advisor:
 - a. Work closely with the Financial Vice President to ensure that the financial policy of the university is being followed and that SA finances are properly recorded.
3. The Social Advisor:
 - a. Help the Social Vice President in completing tasks by giving suggestions as to limitations

- that he/her may not be aware of.
 - b. Inform the Social Vice President of pertinent information as relating to his/her job.
4. Other Faculty Advisors as deemed necessary:
- a. People that can assist in making the operation of SA better and are assigned upon the approval of the SA president and Faculty Coordinator.

Section 3 – SA Boards and Committees

1. The SA Scholarship Task Force
 - a. Chairperson:
 - i. The Vice President of Student Development or his/her designee.
 - b. Membership:
 - i. Director of Student Life & Activities.
 - ii. The Associate Vice President of Financial Administration.
 - iii. The SA President.
 - iv. The SA Executive Vice President.
 - v. The Chair of the SA Senate Scholarship Committee.
 - c. Duties:
 - i. Review and interview scholarship applicants.
 - ii. Select final recipients of scholarship.
 - iii. Submit approved list to the Loans and Scholarship Committee.
2. The SA Social Activities Task Force
 - a. Chairperson:
 - i. The SA Social Vice President.
 - b. Membership:
 - i. Persons selected by the SA Social Vice President.
 - c. Duties:
 - i. Assist the SA Social Vice President in the planning and implementation of all SA social activities and other functions deemed necessary.
3. The SA Elections Management Task Force
 - a. Chairperson
 - i. The SA Executive Vice President
 - ii. If the SA Executive Vice President is a running candidate, the SA Parliamentarian.
 - iii. If the SA Executive Vice President and the SA Parliamentarian are running, SA Senate shall nominate a chairperson.
 - b. Membership:
 - i. Five representatives of the SA Senate
 - ii. The SA Executive Cabinet.
 - iii. The SA Faculty Coordinator or their designee.
 - iv. Two student members designated by each contending and/or prospective SA Candidates.
 - c. Duties:
 - i. Oversee and administrate all SA Elections.
 - ii. Maintain complete neutrality while fulfilling their duties.

4. Other SA Task Forces may be created on a temporary basis for special projects. Such formations shall be enacted by a majority vote of the SA Senate upon request from any SA Officer and/or SA Senator.

Section 4 – SA Officer Special Elections

In the case of a vacancy of an elected SA Office, a special election may occur. The details of this special election are detailed in the SA Constitution.

ARTICLE III – THE SA LEGISLATIVE BRANCH

Section 1 – Senator Duties

The duties of SA Senators shall be as follows:

1. Be present at all regular SA Senate meetings and any emergency sessions called. Any absences in excess of two per semester will be referred to the SA Executive Vice-President. A senator may have a substitute for two meeting per semester after discussing each case with the Executive Vice President and/or the Parliamentarian at least twenty-four hours before any meeting. If a substitute is used more than once, the second and all subsequent times will result in an absence on the record for the senator. In addition, substitution is not allowed in the last two meetings of the year, not including the end-of-year banquet, or stipend will be adjusted, per the judgement of the Executive Vice President and Parliamentarian.
2. Have opportunities to propose and research legislation.
3. Serve as members of various SA Senate Committees.
4. Familiarize themselves with their constituents, ensuring that they serve as a conduit of student concerns and ideas to the SA Senate as a whole.
5. Guard the interests of their constituents by promoting legislation and approving funding for such SA projects that will be beneficial to their constituents.
6. Serve as a liaison between their constituents, SA, and the University.
7. Review and approve funding plans, including the SA budget and other SA projects as needed.
8. Assist at SA social events when requested to do so.
9. Be prepared to give updates during SA Senate meetings about any concerns or problems that have arisen in their SA Legislative Districts.
10. Have the sole power to make motions and take other such procedural and/or parliamentary actions in the SA Senate.
11. Give permission, upon consulting the Executive Vice-President, for any SA General Assembly member to address the SA Senate with a simple majority vote of approval from the SA Senate. Such said SA General Assembly member shall follow normal rules of protocol.
12. Send minutes via email to constituents within two days of every SA Senate meeting.
13. Failure to abide by any of these duties may result in the adjustment or forfeiture of the stipend.

Section 2 – SA Senate Committees

1. The duties of the SA Senate Social Committee shall be to:
 - a. Assist in promoting SA as a whole to the SA General Assembly and other organizations.
 - b. Plan and execute events that promote SA Senate to the SA General Assembly.
 - c. Submit a budget by the end of October for projected expenditures throughout the year. Budget must be approved through a simple majority vote in the Senate.
2. The duties of the SA Senate Public Relations Committee shall be to:
 - a. Promote the SA Senate to the General Assembly.
 - b. Promote SA Senate events.
 - c. Maintain SA Senate social media accounts in coordination with the Executive Vice

President and Parliamentarian.

3. The duties of the SA Senate Elections & Oversight Committee shall be to:
 - a. Be involved with the yearly formation of the SA Elections Management Task Force.
 - b. Address specific ethical issues as deemed necessary by the Senate.
 - c. Evaluate all SA Executive Appointees and report to the full Senate membership on its general evaluation findings.
 - d. Give recommendations for the yearly review of the SA Bylaws.
 - e. Manage and inform candidates of running procedures and rules and enforce deadlines.
 - f. Oversee SA Elections in the winter semester.
 - g. Conduct investigations into the misuse of SA funds.
4. The duties of the SA Senate Finance Committee shall be to:
 - a. Review the annual SA budget and report its general financial findings to the full membership of the SA Senate.
 - b. Coordinate with the SA Cabinet in the re-distribution of funds, as necessary, during the academic school year.
 - c. Assist SA Cabinet in the development of further sources of financial revenue for the SA.
5. The duties of the SA Senate Projects Committee shall be to:
 - a. Research worthwhile projects for the SA Senate to sponsor.
 - b. Allow project committee to endorse a specific project based on its merit.
 - c. Review proposals prior to presentation at SA Senate.
6. The duties of the SA Senate Scholarship Committee shall be to:
 - a. Support the Scholarship in the pursuit of funding and contacts.
 - b. Ensure that the financial goals of the Scholarship fund are met.
 - c. Provide support for the Student Association Scholarship Board.
7. “The Agora” Committee:
 - a. Coordinate with the Agora team in order to create healthy dialogue on campus.
 - b. Assist with finding speakers and organizing the event.

Section 3 – Additional Information

1. Each Senator shall serve on at least one of the SA Senate Committees
2. The SA Executive Vice President, in consultation with the SA Senate, shall decide the membership of each specific Senate Committee.
3. The SA Executive Vice President shall nominate all Chairpersons of SA Senate Committees with a simple majority approval from SA Senate
4. The committees listed above must be active each year, however, additional committees may be created at the discretion of the SA Executive Vice President.
5. All senators may be asked to serve on specific University Committees, at the discretion of the Executive Vice President.

ARTICLE IV – THE SA MEDIA BRANCH

Section 1 – SA Media Board Duties

The SA Media Board shall:

1. Review the performance of SA Editors/Producers and replace an Editor/Producer, if necessary.
2. Resolve conflict regarding content between the Editor/Producer and Advisor.
3. Require alterations to the content of specific media when necessary.
4. Approve new student media.

Section 2 – SA Media Board Members

The SA Media Board shall be composed of the following members:

1. A faculty/staff chair, appointed by University President.
2. The University Vice President for Student Development.
3. The Chair of the School of Journalism & Communication, or designee.
4. The Southern Accent Advisor(s).
5. The Southern Accent Editor.
6. The Southern Memories Advisor(s).
7. The Southern Memories Editor.
8. The Festival Studios Advisor(s).
9. The Festival Studios Director.
10. The Studio 4109 Advisor(s).
11. The Studio 4109 Executive Director.
12. The SA President.
13. The SA Executive Vice President.

Section 3 – SA Media Branch Members

The SA Publications & Productions are:

1. The Southern Accent, the student newspaper which is published weekly.
2. Southern Memories, the student yearbook, is a literary and pictorial record of the current academic year, which is published in the spring of the year and distributed at the Strawberry Festival.
3. Strawberry Festival, a student multimedia production, is an audio and visual record of the current academic year, which is produced for a showing in the spring to the SA General Assembly.
4. The Studio 4109: LIVE!, a student organized variety show and production services provider.

Section 4 – Duties

1. Southern Accent Editor:
 - a. Oversee the weekly production of the *Southern Accent*.
 - b. Propose a budget to the SA Financial Vice President.
 - c. Organize a working staff.
 - d. Developing a working relationship (contract) with a printer.
 - e. Oversee all writing and editing of the *Southern Accent*.
 - f. Order production materials.
 - g. Assure that the SA *Southern Accent* Advisor has given approval to all content before

- publication.
 - h. Maintain and update the Accent webpage keeping it current.
 - i. Submit a staff payroll to the SA Financial Vice President.
2. Southern Memories Editor:
 - a. Develop a theme and a style for the Southern Memories, per Article VIII, Section 5
 - b. Propose a budget to the SA Financial Vice President.
 - c. Select a yearbook company.
 - d. Meet production deadlines.
 - e. Arrange underclassman pictures at first semester registration and arrange for senior portraits at a later date.
 - f. Appoint staff and submit a staff payroll to the SA Financial Vice President.
 - g. Distribute one *Southern Memories* to each student in the SA General Assembly.
 - h. Begin *Southern Memories* distribution at least two weeks before May Commencement.
 - i. Send *Southern Memories* to December graduates and others who purchase them.
 - j. Sell copies of *Southern Memories* to the University Office of Public Relations for distribution during the summer.
 3. Festival Studios Director:
 - a. Develop a theme for the Strawberry Festival.
 - b. Submit a budget to the SA Financial Vice President.
 - c. Oversee all operations for the yearly production of the Strawberry Festival.
 - d. Organize a production crew.
 - e. Recruit technical support specialists for the production of the Strawberry Festival.
 - f. Coordinate deadline schedules.
 4. Studio 4109 Director:
 - a. Organize a production crew and performance cast.
 - b. Oversee all operations of each live show.
 - c. Recruit technical support specialists for the production of all live shows.
 - d. Coordinate deadline schedules.
 - e. Coordinate the offering of production services to different organizations on campus.
 - f. Submit a budget to the SA Financial Vice President.

Section 5 – Compensation of Editors and Producers

1. The Editor-in-Chief of the Southern Accent will be compensated at a designated rate determined by appropriate SA officers and sponsors unless he/she neglects to publish the amount of newspapers that the editor has decided to print at the beginning of each semester in accordance with the Student Media Board. If the appropriate number of newspapers is not published, the Editor will forfeit the wages of any unpublished issues.
2. The Editor of the Southern Memories will be compensated at a designated rate determined by appropriate SA officers and sponsors unless he/she misses their required deadlines. If any of the deadlines are missed the editor may forfeit his/her compensation in part each week that the deadline is outstanding, in order to ensure the Southern Memories is available for release at the Strawberry Festival. Any additional fees paid to the publisher due to time negligence on behalf of the Editor may result in garnishment from his/her compensation.
3. The Director of the Strawberry Festival will be compensated at a designated rate determined by

appropriate SA officers and sponsors unless he/she misses the required deadlines in order to produce the show. If the director does not meet the music and screening deadlines prior to the production of the show, the director may forfeit the wages that would compensate the Director during the time he/she did not fulfill his/her responsibilities.

4. The Director of Studio 4109: LIVE! will be compensated at a designated rate determined by appropriate SA officers and sponsors unless he/she misses the required deadlines in order to produce the show. If the director does not meet the music and screening deadlines prior to the production of the show, the director may forfeit the wages that would compensate the Director during the time he/she did not fulfill his/her responsibilities.

ARTICLE V – AVAILABILITY AND CHANGES

Section 1 – Availability

The SA Bylaws must be easily accessible. Following any update, this document must be made available to the SA General Assembly and uploaded to the SA webpage.

Section 2 – Changes and Adjustments

Changes and/or adjustments to the SA Bylaws can be suggested by any member of the SA Cabinet, SA Senate, Faculty, or SA General Assembly.

1. The Parliamentarian will review all proposed changes. These changes will then be brought forward for discussion with the faculty advisors. After they have been discussed and reviewed with the faculty advisors they will be brought forward to the senate for a vote.
2. Proposed changes that are not in accordance with Southern's code of conduct or are in conflict with the mission of Southern can be vetoed by the faculty advisors. All other changes will be reviewed and voted on in the Senate.